



# Municipal Court

October 24, 2016

The Municipal Court is the judicial branch of the City of Lynnwood. The mission of the Municipal Court is to contribute to the quality of life in our community by fairly and impartially administering justice in such a manner that preserves both the dignity and rights of the defendants as well as the citizens of Lynnwood.

# Municipal Court

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graph TD; MC[Municipal Court] --> Admin[Administration]; MC --> CP["Case Processing:  
Criminal  
Infraction  
Photo Enforcement"]; MC --> Prob[Probation];
```

Administration

Case Processing:

Criminal  
Infraction  
Photo Enforcement

Probation

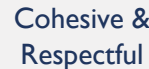
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# Municipal Court

- Administration
- Probation Services
- Criminal Case Processing
- Infraction Case Processing
- Photo Enforcement Case Processing

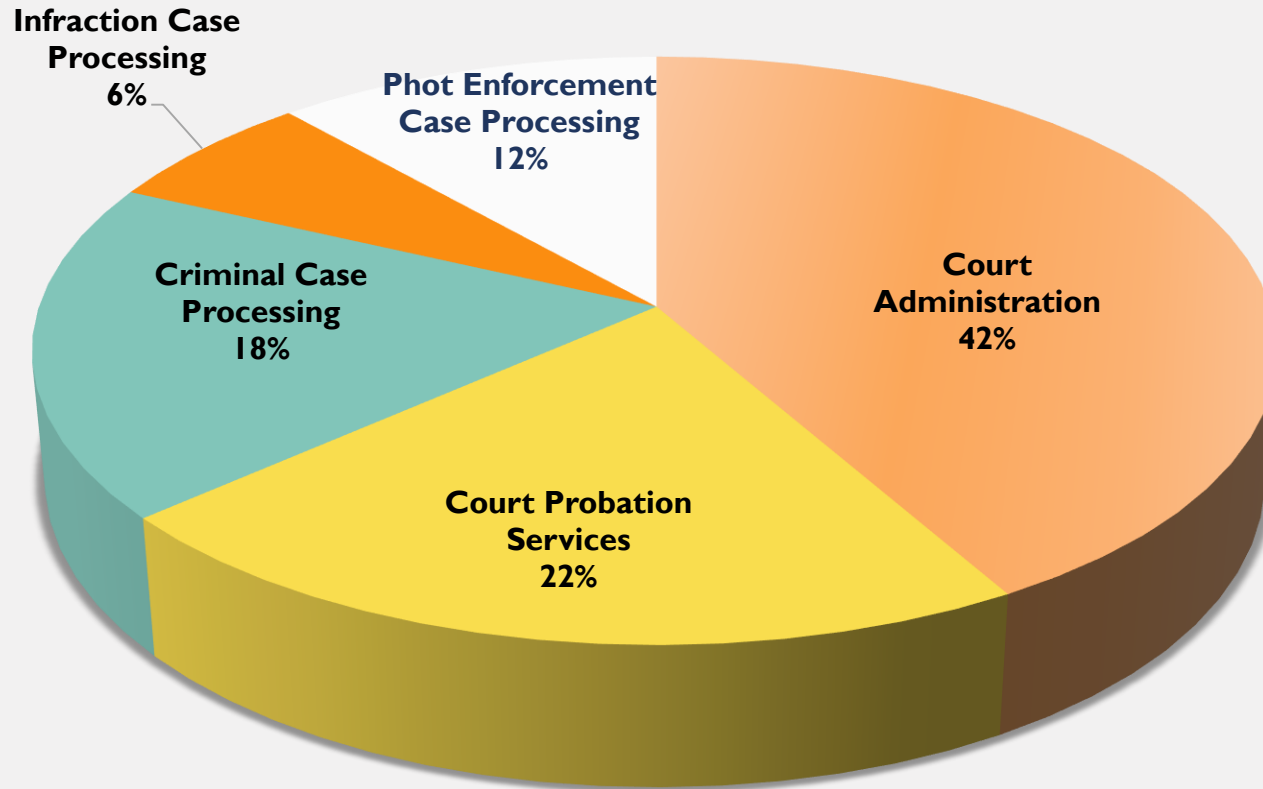


## Welcoming & Healthy



LYNNWOOD  
WASHINGTON

# Municipal Court Budget by Program



Total Proposed 2017-2018 Municipal Court Budget \$2,855,843

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# Municipal Court 2015-2016 Highlights

- Implemented CollectR
- Implemented ILingua
- Implemented AV Capture
- Implemented Plain Paper Printing
- 103% Clearance Rate
- Implemented File Audit Process
- Participation in County on-call SW Program
- Participation in Municipal Court Warrant Recall Program

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# Municipal Court 2017-2018

## Goals & Highlights

- Transition to 100% Paperless Court
  - E - Forms
  - E - Signatures
- Warrant Notification Project
- Online Jury Questionnaire

# Municipal Court Budget Summary

Program Title	2014 Actual	2015 Actual	2015-2016 Revised	2017-2018 Proposed
Court Administration	\$ 997,407	\$ 1,082,539	\$ 2,317,143	\$ 1,192,732
Court Probation Services	189,608	137,877	363,762	619,769
Criminal Case Processing	N/A	N/A	N/A	528,141
Infraction Case Processing	N/A	N/A	N/A	185,953
Photo Enforcement Case Processing	N/A	N/A	N/A	329,248
Total Department Expenditure	\$ 1,187,015	\$ 1,220,416	\$ 2,680,905	\$ 2,855,843



# Municipal Court Budget Changes

	2015-2016	2017-2018	Change
<b>Total Budget</b>	<b>\$ 2,680,905</b>	<b>\$ 2,855,843</b>	<b>\$ 174,938</b>
Salaries	1,498,152	1,528,107	29,955
Employee Benefits	558,216	628,396	70,180
Computer Software (Previously budgeted by IT)	2,600	19,490	16,890
Computer Equipment (Previously budgeted by IT)	3,000	18,000	15,000
Copy Machine & Printing	25,000	34,807	9,807
Internet Services (Previously budgeted by IT)	2,000	11,000	9,000
Repair Maintenance Supplies	-	6,350	6,350
Cellular Phones	-	6,076	6,076
Telephone	18,200	22,980	4,780
Other Expenses	573,737	580,637	6,900
<b>Totals</b>	<b>\$ 2,680,905</b>	<b>\$ 2,855,843</b>	<b>\$ 174,938</b>

# Municipal Court Positions

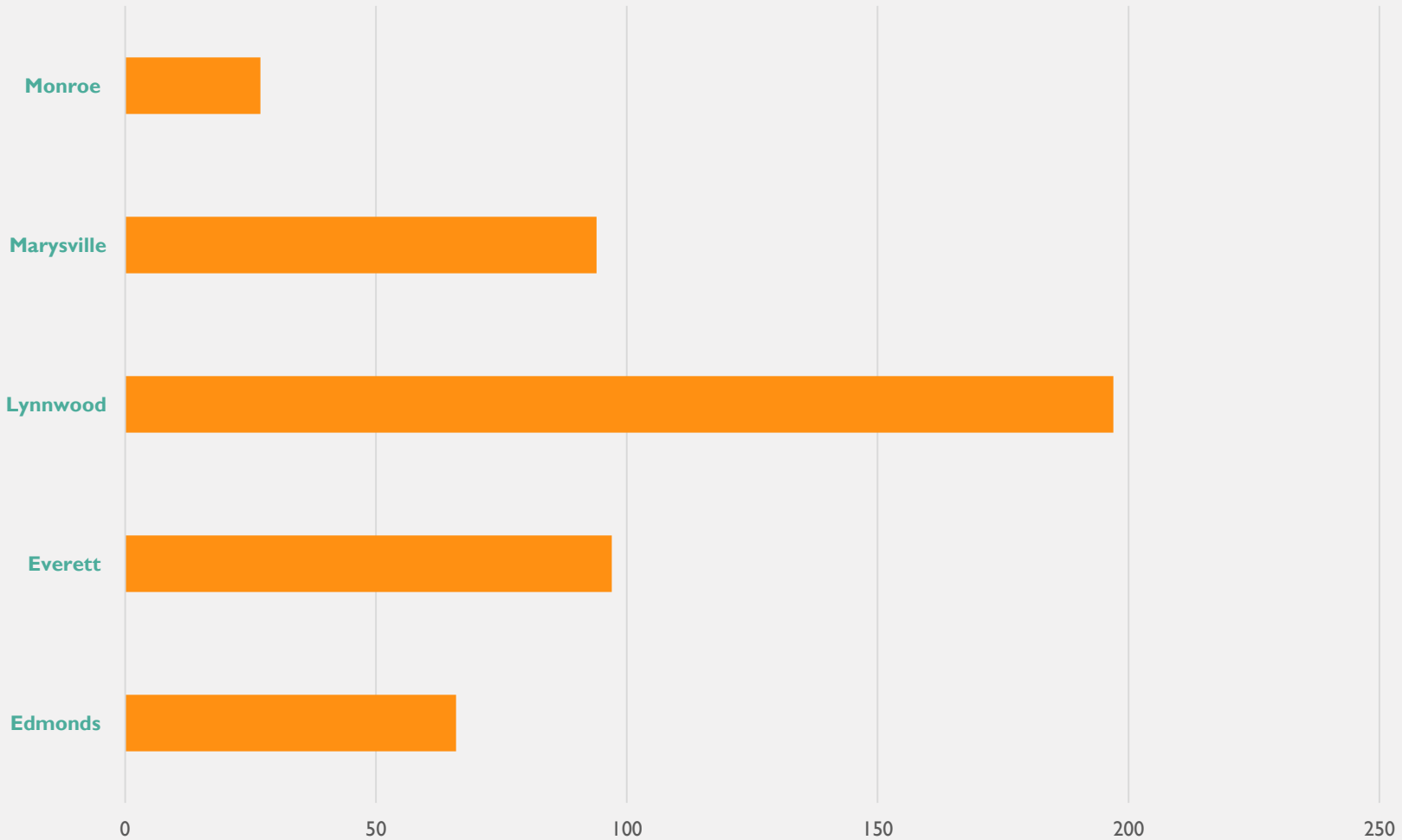
Job Title	Number of FTE					
	2013 Actual	2014 Actual	2015 Actual	2016 Revised	2017 Projected	2018 Projected
<b>Presiding Judge</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Court Administrator</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Court Operations Supervisor</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Probation Supervisor</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Probation Officer</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Legal Specialist</b>	6.75	6.75	6.75	6.75	7.00	7.00
<b>Data Entry Clerk</b>	0.50	0.50	0.50	0.50	0	0
<b>Clerk I</b>	0.15	0.15	0.15	0.15	0.15	0.15
	12.40	12.40	12.40	12.40	12.15	12.15

# Municipal Court Filings vs. Staffing Comparison



# Snohomish County Municipal Courts

## 2016 DUI Filings





# **Municipal Court**

**Stephen E. Moore, Presiding Judge**

**Paulette Revoir, Court Administrator**

**Rhiannon O'Neill, Operations Supervisor**

**Regina Mack, Probation Supervisor**

